



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

SECNAVINST 5420.174E  
ASN (M&RA) CORB  
29 Sep 2020

SECNAV INSTRUCTION 5420.174E

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY DISCHARGE REVIEW BOARD

Ref: (a) DoD Instruction 1332.28 of 4 April 2004  
(b) SECNAV M-5420.1

1. Purpose. Per reference (a), this instruction sets forth policy and responsibilities for the implementation of the Naval Discharge Review Board (NDRB). Implementation of this instruction is provided in reference (b).

2. Cancellation. SECNAVINST 5420.174D.

3. Applicability. This instruction applies to the Office of the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all U.S. Navy, U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the Department of the Navy (DON).

4. Policy. This instruction dictates the establishment and execution of the NDRB. The manual prescribes the statutory authority for SECNAV to establish systems for discharge review to ensure discharges within the scope of this instruction are proper and equitable.

5. Responsibilities. Authority is vested in the NDRB, an administrative activity within the DON assigned to the Secretary of the Navy Council of Review Boards, to review cases eligible for equity and propriety, and to take final departmental action or make recommendations in such matters in accordance with the provisions of this instruction and the corresponding manual. The CNO and CMC will provide members for the NDRB in accordance with this instruction.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:  
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

7. Forms and Information Management Control

a. Forms. DD Form 293 (Rev. 12/2019), Application for the Review of Discharge from the Armed Forces of the United States is available electronically on the Department of Defense (DoD) Forms Management Program Website  
<https://www.esd.whs.mil/Directives/forms/>.

b. Information Management Control. Reports Control Symbol (RCS) Office of Management and Budget (OMB) Number 0704-0004 has been assigned to DD Form 293, Application for the Review of Discharge from the Armed Forces of the United States and the information being collected.



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Under Secretary of the Navy  
Acting

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